

## ROUTING AND TRANSMITTAL SLIP

9 OCT 1986

TO: (Name, office symbol, room number, building, Agency/Post)		Initials	Date
1. DIRECTOR OF PERSONNEL			
2.			
3.			
4.			
5.			
Action	File	Note and Return	
Approval	For Clearance	Per Conversation	
As Requested	For Correction	Prepare Reply	
Circulate <b>XXX</b>	For Your Information	See Me	
Comment	Investigate	Signature	
Coordination	Justify		

## REMARKS

Bob -

Gee, for only \$69.95 these guys can solve all our recruitment problems. Wonder if their book has a section on CTs?



DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post) Room No. Bldg.

5041-102

\* U.S.G.P.O.: 1983-421-529/320

OPTIONAL FORM 41 (Rev. 7-76)  
Prescribed by GSA  
FPMR (41 CFR) 101-11.206

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DD/A REGISTRY  
FILE: 45-1

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**ifm**  
institute for management  
institute for learning

14 Plaza Road  
Greenvale, NY 11548  
(516) 484-0006

DD/A Registry  
86-1726x

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Dir Prsnl

09/19/86

Cia.

Washington DC 20505

#12

Dear Colleague:

I'd like to help you recruit and hire better workers, substantially reduce your employee turnover, and put an end to employee-related legal problems. All you have to do is initial below and return this letter to me. I'll rush you a free-trial copy of IFM's all-new:

**THE HIRING HANDBOOK**

This comprehensive, 300-page manual takes you through the hiring process step-by-step... from recruitment, screening, interviewing and assessment... to hiring and induction of new employees.

You'll learn how to comply with EEO requirements and restrictions... draft job descriptions... work with professional employment services... prepare for applicant interviews... check references... structure job offers... monitor performance during a probation period... and much, much more.

Using the detailed techniques and actual forms provided in this invaluable guide, you'll be able to develop recruitment and hiring policies and practices that...

- \*Insure the top-flight work force you need to build profits
- \*Control labor costs
- \*Avoid legal hassles concerning discrimination and "employment-at-will"

Now you can see for yourself how this practical, hands-on reference will improve your company's hiring record. Send today-- there's no cost, no risk, no obligation.

If you're not completely satisfied, return it to us and owe nothing. Otherwise, simply honor our invoice for \$69.95 plus delivery. Your volume will be kept current through periodic 'Special Report' supplements.

Sincerely,

*Edward T Enfield*

Edward T Enfield  
Circulation Director

Your Initials.....  
Yes! Rush the volume for a  
free 30-day trial examination.